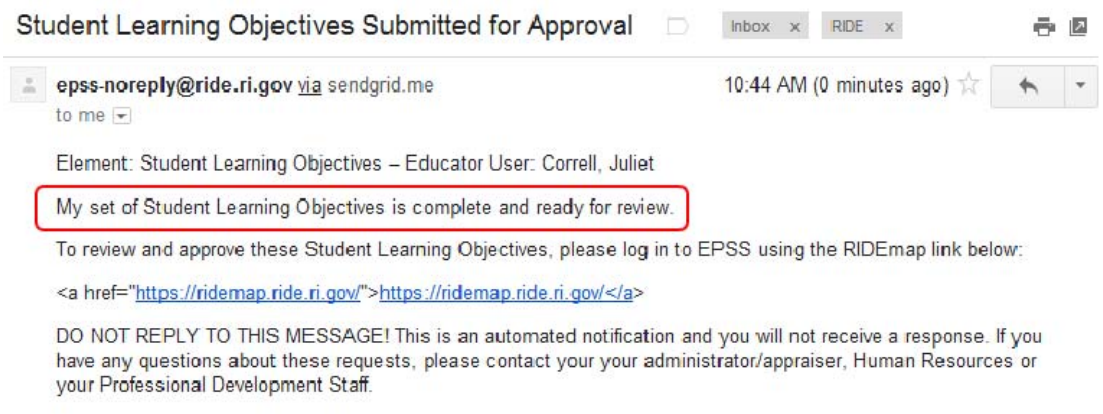


Process Overview

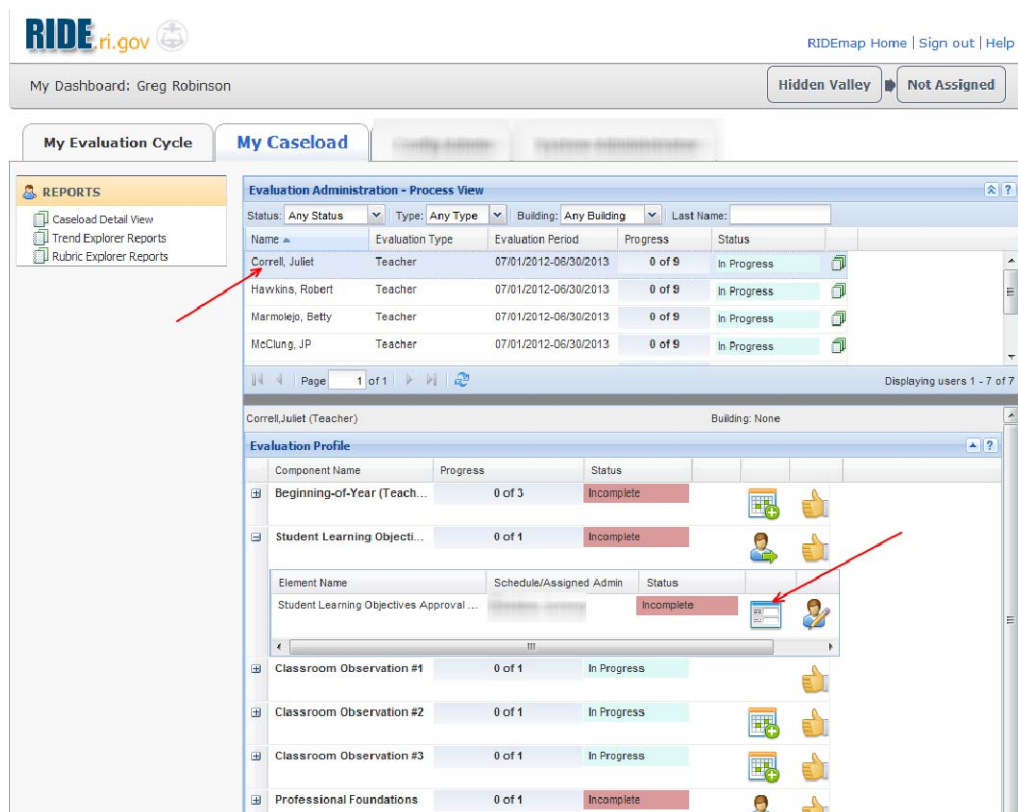
1. Receive Email from the Submitter

When a teacher or building administrator in your purview submits for approval their set of Student Learning Objectives, you will receive an email notification instructing you to log in to EPSS to complete the approval process.



2. Log in to EPSS and Launch the Approval Form

On the “My Caseload” tab, in the **Process View** (top half of screen), locate the educator in question. (*Tip: use the “Last Name” search to quickly find a specific individual.*) Once you find him/her, expand the “Student Learning Objectives” component within their **Evaluation Profile** (bottom half of screen). Click the Complete Form icon to launch the Student Learning Objectives Approval Form.



3. Launch the Individual Student Learning Objectives

The Student Learning Objectives (SLO) Approval Form displays the Title and Objective for each SLO in the educator's set. For each SLO, click its blue Title to launch that SLO Form in a new tab/window.

Approval

Student Learning Objectives Status: Pending ▼

[Understanding Numerical Operations](#) (Last Modified: 9/18/2012 2:41 pm)

Objective:
Students will demonstrate understanding of numerical operations in a variety of contexts by applying appropriate strategies and representing and solving addition and subtraction problems within 20. Problem-solving strategies include using objects or drawings, representing and using equations, using the counting sequence, and applying properties of operations

Acceptable
Needs Revision

Priority of Content
Rigor of Target
Quality of Evidence

Notes:

[Natural World Classification](#) (Last Modified: 9/18/2012 2:43 pm)

Objective:
Students will observe and identify patterns of forms and events to guide organization and classification and prompt questions about relationships and the factors that influence them in the natural world (including weather observations, weather changes and patterns, changes of phase of common materials, sorting and classifying plants and animals by their characteristics, and distinguishing between inherited and learned traits). Students will be able to ask questions relating to patterns in the natural world, construct explanations, design and carry out investigations, and obtain, interpret, and communicate data.

Acceptable
Needs Revision

Priority of Content
Rigor of Target
Quality of Evidence

Notes:

Submit
Save
Save & Notify
Reset
Print
Comment

4. Review and Approve Each Student Learning Objective

When the Student Learning Objective Form opens in its own tab/window, you as an approver will have restricted access to this form. The only portion of the form you will be able to edit is the “Approval of Objective” section. After reviewing the SLO, use this section to mark its Priority of Content, Rigor of Target, and Quality of Evidence as either “Acceptable” or “Needs Revision.” You may also add Notes, which will be visible to the educator. Once you have done this, click the **Save** button and return to the Student Learning Objectives Approval Form.

Approval of Objective:
To be completed by the Evaluator

Priority of Content: ☒ **Acceptable:** ☐ **Needs Revision:**

Rigor of Target: ☒ **Acceptable:** ☐ **Needs Revision:**

Quality of Evidence: ☒ **Acceptable:** ☐ **Needs Revision:**

Notes:

This sounds great, thanks.

Scoring of Objective:

To be completed by the evaluator

☐ Not Met ☐ Nearly Met ☐ Met ☐ Exceeded

Notes:

Reset Print Save & Notify **Save**

Note: if any one of the three approval areas – Priority of Content, Rigor of Target, Quality of Evidence – is marked as “Needs Revision,” that Student Learning Objective Form will once again become editable by the submitting educator.

5. Mark the Complete Set as ‘Approved’ or ‘Needs Revision’

Once each Student Learning Objective has been reviewed (see Steps 3 and 4), mark the complete set as either “Approved” or “Needs Revision.” This is done on the Student Learning Objectives Approval Form, which should still be open in your web browser. If necessary, refresh the Approval Form to see the Approval selections that you entered for each SLO. (*Tip: To refresh, click your browser’s “Refresh” icon in the toolbar, or press F5 on your keyboard.*) If you accidentally closed the Approval Form, simply re-open it from your “My Caseload” tab (see Step 2).

Approval

Student Learning Objectives Status: Pending

Understanding Numerical Operations (Last Modified: 9/18/2012 2:41 pm)

Objective:

6. Submit the Student Learning Objectives Approval Form

Once each Student Learning Objective has been reviewed (see Steps 3 and 4), and you have marked the set as “Approved” or “Needs Revision” (see Step 5), the final step is to click the **Submit** button on the Approval Form. This will notify the submitting educator via email that your approval process is complete.

Approval

Student Learning Objectives Status: Pending ▼

[Understanding Numerical Operations](#) (Last Modified: 9/18/2012 4:02 pm)

Objective:
Students will demonstrate understanding of numerical operations in a variety of contexts by applying appropriate strategies and representing and solving addition and subtraction problems within 20. Problem-solving strategies include using objects or drawings, representing and using equations, using the counting sequence, and applying properties of operations

	Acceptable	Needs Revision
Priority of Content	X	
Rigor of Target	X	
Quality of Evidence	X	

Notes:
This sounds great, thanks.

[Natural World Classification](#) (Last Modified: 9/18/2012 4:03 pm)

Objective:
Students will observe and identify patterns of forms and events to guide organization and classification and prompt questions about relationships and the factors that influence them in the natural world (including weather observations, weather changes and patterns, changes of phase of common materials, sorting and classifying plants and animals by their characteristics, and distinguishing between inherited and learned traits). Students will be able to ask questions relating to patterns in the natural world, construct explanations, design and carry out investigations, and obtain, interpret, and communicate data.

	Acceptable	Needs Revision
Priority of Content	X	
Rigor of Target	X	
Quality of Evidence	X	

Notes:
Excellent. Let's talk at mid-year...

Submit
Save
Save & Notify
Reset
Print
Comment

7. IF NECESSARY: Approve Revisions

If a set of Student Learning Objectives is sent back to the educator for revisions, the same process as outlined above will apply. When the set is re-submitted, you will receive another email, essential re-starting the process. However, in Steps 3 and 4 – where you are reviewing and approving the individual SLOs - you only need to revisit the Student Learning Objective(s) that were marked as needing revision. SLOs that were marked as “Acceptable” the first time around became locked and do not need to be revisited. Assuming the revisions are satisfactory, change the set’s status to “Approved” (see Step 6) and click **Submit on the Student Learning Objectives Approval Form**.